

DEFAULT DIVORCE CHECKLIST - CHILDREN
CAO INSTRUCTION #10A

- ☐ Family Law Case Information Sheet
- ☐ Summons CAO 1-1 B
- ☐ Complaint CAO 1-2
 - ☐ Exhibits C or D (staple behind Complaint and Decree)
 - ☐ Parenting Plan Agreement CAO 6-3
 - ☐ Affidavit Verifying Income CAO 1-11
 - ☐ Child Support Worksheet CAO 1-12 or CAO 1-13

- ☐ Motion and Affidavit For Fee Waiver CAO 1-10 A
- ☐ Order Re Fee Waiver CAO 1-10 B

- ☐ Acknowledgment of Service CAO 2-1 A
 - or
 - Affidavit of Service CAO 2-4
 - or
 - Affidavit of Publication and Affidavit of Mailing
- ☐ Motion and Affidavit for Entry of Default CAO 7-1
- ☐ Default CAO 7-2
- ☐ Affidavit in Support of Default Decree of Divorce with Children CAO 7 – 4 A
 - or
 - Sworn Stipulation for Entry of Decree of Divorce CAO 6 - 8
 - May allow decree to be entered without hearing
- ☐ Certificate of Divorce (Obtain from Court Clerk)

- ☐ Child Support Order Transmittal Form
- ☐ Decree of Divorce CAO 8-1